

KELLEY'S UNDERGROUND CONSTRUCTION

APPLICATION FOR EMPLOYMENT

THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN VIOLATION OF EITHER STATE OR FEDERAL LAWS REGARDING EMPLOYMENT ON THE BASIS OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION (CANCER), MARITAL STATUS, SEX (INCLUDING GENDER) AGE, OR SEXUAL ORIENTATION OR OTHER LEGALLY PROTECTED CLASSIFICATION. NO QUESTION ON THIS FORM IS INTENDED TO OBTAIN INFORMATION TO BE USED FOR ANY SUCH UNLAWFUL DISCRIMINATION.

PERSONAL INFORMATION

DATE: _____ SOCIAL SECURITY NUMBER: _____

NAME: _____
LAST FIRST MIDDLE

PRESENT ADDRESS: _____
STREET CITY STATE ZIP CODE

PHONE NUMBER: _____
HOME MOBILE OTHER

IF RELATED TO ANYONE IN OUR COMPANY REFERRED
STATE NAME AND DEPARTMENT: _____ BY: _____

EMPLOYMENT DESIRED

POSITION: _____ DATE YOU CAN START: _____ SALARY DESIRED: _____

ARE YOU EMPLOYED NOW: _____ IF SO, MAY WE INQUIRE WITH YOUR PRESENT EMPLOYER: _____

EVER APPLIED TO THIS COMPANY BEFORE: _____ WHERE: _____ WHEN: _____

EDUCATION

EDUCATION	NAME AND LOCATION OF SCHOOL	FROM / TO	DID YOU GRADUATE	SUBJECTS STUDIES
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE				

ADDITIONAL EDUCATION

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK: _____

WHAT FOREIGN LANGUAGES DO YOU SPEAK READ: WRITE:
FLUENTLY? _____

ACTIVITIES; CIVIC, ATHLETIC, ETC.: _____

MISCELLANEOUS QUESTIONS

ARE YOU A MILITARY VETERAN [] YES [] NO

DESIRED PAY: DOLLAR AMOUNT \$ _____

CONFIRM THAT YOU UNDERSTAND THAT IF YOU ARE EXTENDED AN OFFER OF EMPLOYMENT, YOU MAY BE REQUESTED TO SUBMIT TO A DRUG TEST AND/OR A CRIMINAL BACKGROUND CHECK AS A PRECONDITION TO RECEIVING A FINAL EMPLOYMENT OFFER [] YES [] NO

ARE THERE ANY DAYS OF THE WEEK THAT YOU CANNOT WORK (IF SO, EXPLAIN WHY) _____

DO YOU HAVE RELIABLE TRANSPORTATION TO GET TO AND FROM WORK IN A PUNCTUAL MANNER ON A DAILY BASIS? [] YES [] NO

CONFIRM THAT YOU UNDERSTAND THAT IF YOU ARE PRESENTED WITH AN OFFER OF EMPLOYMENT AND YOU ARE APPLYING FOR A POSITION BY THE COMPANY WHICH REQUIRES YOU TO OPERATE A VEHICLE FOR THE COMPANY, YOU WILL NEED TO ADVISE WHETHER OR NOT YOU ARE INSURABLE. [] YES [] NO

IF THE JOB FOR WHICH YOU ARE APPLYING REQUIRES YOU TO OPERATE A VEHICLE FOR THE COMPANY, ARE YOU INSURABLE, TO THE BEST OF YOUR KNOWLEDGE? [] YES [] NO (IF NOT, EXPLAIN WHY) _____

FORMER EMPLOYERS: LIST BELOW THE LAST FOUR EMPLOYERS STARTING WITH THE PRESENT OR MOST RECENT FIRST

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION / TITLE	REASON FOR LEAVING
FROM			
To			
FROM			
To			
FROM			
To			
FROM			
To			

REFERENCES: LIST BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	PHONE NUMBER	TYPE OF BUSINESS

IN CASE OF
EMERGENCY NOTIFY: _____
NAME ADDRESS PHONE NO.

AUTHORIZATION**DISCLOSURES AND RELEASE**

I UNDERSTAND THAT ANY MISREPRESENTATION, FALSIFICATION, OR MATERIAL OMISSION OF INFORMATION ON THIS APPLICATION MAY RESULT IN MY FAILURE TO RECEIVE AN OFFER OR, IF I AM HIRED, IN MY DISMISSAL FROM EMPLOYMENT. I HEREBY AUTHORIZE THE EMPLOYER TO WHOM I AM NOW APPLYING TO INVESTIGATE MY REFERENCES, WORK RECORD, AND OTHER MATTERS RELATING TO MY SUITABILITY FOR EMPLOYMENT AND, FURTHER, AUTHORIZE MY FORMER EMPLOYERS TO DISCLOSE TO THIS COMPANY ANY AND ALL LETTERS, REPORTS, AND OTHER INFORMATION RELATED TO MY WORK RECORDS. IN ADDITION, I AGREE THAT IF I RECEIVE A CONDITIONAL OFFER OF EMPLOYMENT, THAT AFTER HAVING RECEIVED SAID OFFER, I AGREE TO ALLOW THIS COMPANY TO ALSO DO A BACKGROUND CHECK ON MYSELF, INCLUDING A CRIMINAL BACKGROUND CHECK, AS WELL AS A CREDIT RECORD (CREDIT RECORD CHECK IS LIMITED TO THOSE INDIVIDUALS WHOSE JOB PRIMARILY IS RELATED TO THE HANDLING OF MONEY AND/OR MATTERS THAT ARE PARTICULARLY SUSCEPTIBLE TO THEFT AND/OR EMBEZZLEMENT). TO THE EXTENT, IF AT ALL, I HAVE A RIGHT TO WAIVE THE RIGHT TO NOTICE OF SUCH DISCLOSURES, I HEREBY DO SO AND FURTHERMORE, TO THE EXTENT I HAVE A RIGHT TO RELEASE THIS COMPANY, MY FORMER EMPLOYERS AND ALL OTHER PERSONS, CORPORATIONS, PARTNERSHIPS AND ASSOCIATES FROM ANY AND ALL CLAIMS, DEMANDS, OR LIABILITIES ARISING OUT OF, OR IN ANY WAY RELATED TO SUCH INVESTIGATION OR DISCLOSURE, I HEREBY DO SO.

AT-WILL STATUS

I UNDERSTAND THIS EMPLOYMENT APPLICATION IS NOT TO BE CONSTRUED AS A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC TIME. I FURTHER UNDERSTAND THAT MY EMPLOYMENT WITH THE COMPANY DOES NOT CONSTITUTE ANY FORM OF CONTRACT, IMPLIED OR EXPRESSED. I UNDERSTAND AND AGREE THAT IF I AM EMPLOYED, MY EMPLOYMENT IS FOR NO DEFINITE OR DETERMINABLE PERIOD AND THAT MY EMPLOYMENT IS "AT WILL" AND I MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE, AT THE OPTION OF EITHER MYSELF OR THE COMPANY FOR EITHER EMPLOYMENT AND/OR PROMOTION, AND THAT NO PROMISES OR REPRESENTATIONS CONTRARY TO THE FOREGOING ARE BINDING ON THE COMPANY. I FURTHER CONFIRM THAT, IF EMPLOYED, I WILL COMPLY WITH THE POLICIES AND PROCEDURES OF THE EMPLOYER TO THE EXTENT PERMITTED BY LAW AND ACKNOWLEDGE AND UNDERSTAND THAT, PRIOR TO ACTIVELY STARTING EMPLOYMENT, I WILL MAKE SURE THAT I HAVE REQUESTED TO RECEIVE FROM THE EMPLOYER, A COPY OF ITS EXISTING WRITTEN POLICIES AND PROCEDURE AS IT RELATES TO MY EMPLOYMENT WITH WHICH I WILL COMPLY TO THE EXTENT PERMITTED BY LAW.

DRUG TESTING AND PHYSICAL AND/OR EMOTIONAL REQUIREMENTS OF JOB

I HEREBY AGREE THAT AFTER RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, I WILL SUBMIT TO A PRE EMPLOYMENT DRUG TESTING IF REQUESTED BY THIS COMPANY USING URINALYSIS TESTING AND UNDERSTAND THAT THE SUCCESSFUL PASSING OF SAID TEST IS A PRECONDITION FOR ANY OFFER OF ACTUAL EMPLOYMENT. I ALSO UNDERSTAND THAT, AFTER RECEIVING THE CONDITIONAL OFFER, I MAY BE QUESTIONED AS TO MY ABILITIES TO PERFORM BOTH PHYSICALLY AND MENTALLY THE ESSENTIAL FUNCTIONS OF THE JOB.

IDENTITY

I UNDERSTAND THAT PROOF OF IDENTITY AND RIGHT TO WORK IN THE UNITED STATES WILL BE REQUIRED WITHIN THE FIRST THREE DAYS OF EMPLOYMENT WITH THE COMPANY FOR WHICH I AM NOW APPLYING. THIS INFORMATION, I UNDERSTAND, IS REQUIRED FOR CONTINUED EMPLOYMENT.

I HEREBY ACKNOWLEDGE AND AGREE THAT UPON CESSATION OF MY EMPLOYMENT, MY FINAL PAYCHECK WILL IMMEDIATELY BE PROVIDED TO ME BY MAIL TO MY LAST KNOWN MAILING ADDRESS. AGREED DO NOT AGREE

BY CHECKING THIS BOX, I HEREBY ACKNOWLEDGE AND AGREE THAT I AM WAIVING THE RIGHT TO RECEIVE A COPY OF ANY PUBLIC RECORD OBTAINED WHILE DOING ANY TYPE OF BACKGROUND CHECK ON MYSELF.

I ACKNOWLEDGE THAT I HAVE READ ALL OF THE ABOVE STATEMENTS AND THAT I UNDERSTAND AND AGREE TO THEM.

DATE: _____ SIGNATURE: _____